



Cleveland State University

College of Liberal Arts and Social Sciences
Department of History

[Month Day, Year]

[Client]

[Institution]

[Address]

Dear [Client]:

This letter agreement is executed between: [Institution, Street Address, City, State, Zip], and Cleveland State University, a state-supported university and instrumentality of the State of Ohio established pursuant to Ohio Revised Code §3344 with a principal business address at 2121 Euclid Avenue, Cleveland, Ohio 44115, (hereinafter referred to as “CSU”), on behalf of J. Mark Souther, Ph.D., Director, Center for Public History + Digital Humanities.

Scope of Work:

CSU shall perform the following services:

1. Set up [App Name] for Sponsor;
2. Help Sponsor to set up an Omeka database for storing Sponsor’s content;
3. If agreed upon provide hosting of Omeka database;
4. Provide two mobile applications (one for iOS and another for Android platforms);
5. Through Omeka installation, support web theme for the project, consistent with Cleveland Historical;
6. Provide design and brand identity derived from the Curatescape web & application design, consistent with brand identity expressed on Cleveland Historical;
7. Provide up to five hours of additional intellectual guidance and support;
8. Additional training and/or support provided at \$250 per hour, with scope of support agreed upon in advance; training and support will be billed separately from this contract;
9. Provide basic technical support for the project website and apps for period of performance of this contract;
10. Maintain the core software for period of performance of this contract at a level consistent with Cleveland Historical installation;
11. Sponsor may extend their license of Curatescape at additional cost at the completion of contract, with cost for extension to be determined in separate negotiation.

Period of Performance:

The effective period of this Agreement shall be from [Month Day, Year], to [Month Day, Year],

unless otherwise provided for by written modification to this agreement.

Cost:

The total cost for the project is \$ [REDACTED].00. This total cost includes personnel, supplies, and University indirect cost; it also includes costs for the yearly License (see attached document, which requires separate signature.) This is a fixed-price Agreement. CSU shall submit invoices to Sponsor according to the following schedule:

Milestone	Invoice Amount
1. Year 1: Upon receipt of letter contract Service Agreement: Installation, Deployment, Consulting, Maintenance, etc. Maintenance License	\$ [REDACTED] \$ [REDACTED] \$ [REDACTED]
2. Year 2 Billed Maintenance License	\$ [REDACTED] \$ [REDACTED]
TOTAL	\$ [REDACTED]

The Sponsor shall remit payment to CSU within thirty (30) days of valid invoice receipt; the full amount may be paid in the first invoice, if SPONSOR desires.

CLEVELAND STATE UNIVERSITY

SPONSOR:

J. Mark Souther, Director

CLIENT

Center for Public History + Digital Humanities

Date

Date